

OFFICE OF LEGISLATIVE RESEARCH
PUBLIC ACT SUMMARY



PA 11-150—sHB 6600

Government Administration and Elections Committee

**AN ACT IMPLEMENTING THE RECOMMENDATIONS OF THE
LEGISLATIVE PAPERLESS TASK FORCE AND THE TASK FORCE TO
STUDY THE REDUCTION OF STATE AGENCY PAPER AND
DUPLICATIVE PROCEDURES**

SUMMARY: This act makes several changes in the laws to reduce state agencies' paper usage. It allows (1) fewer printed copies of several legislative documents and publications to be produced and (2) bills and amendments to be posted to the legislature's website rather than placed on legislators' desks before they are voted on. It generally provides for more limited distribution of several printed documents and publications and, in some cases, requires an individual to make a specific request to receive a printed copy.

The act also requires agencies to electronically submit their proposed regulations to the Regulations Review Committee. It allows agencies to respond to Freedom of Information Act (FOIA) requests electronically or by facsimile in certain circumstances and reduces the number of copies of required reports they must file with the State Library.

Lastly, the act requires numerous one-time reports by agencies. The reports generally must include recommendations for reducing costs and paper usage.

EFFECTIVE DATE: July 1, 2011, except the sections requiring (1) reports by agencies, conversion of applications and forms to electronic format, and standards and guidelines for electronic records, which are effective upon passage, and (2) electronic submissions of proposed regulations, which are effective October 1, 2011.

LEGISLATIVE PUBLICATIONS AND DOCUMENTS

The act reduces the number of printed copies of several legislative publications, as shown in Table 1.

Table 1: Printing Requirements for Legislative Publications

| <i>Publication</i> | <i>§ in Act</i> | <i>Prior Law</i> | <i>The Act</i> |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Legislative Record Index | 1 | Unspecified number of copies made available to the press, State Library, governor, secretary of the state, attorney general, and other persons designated by the House speaker or Senate president. | Must be made available electronically; no more than 25 printed copies produced. |
| Bills | 4 | Bills must be on legislators' desks at least | Bills must be available on the legislature's |

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| | | two legislative days prior to passage. | website at least two legislative days before passage. (The act maintains existing law's exception for emergency certified bills.) |
| House and Senate Journals | 6 | 375 printed copies of each journal, 50 copies transmitted to both the secretary of the state and the State Library. | Number of printed copies produced and distributed determined by the Legislative Management Committee, in consultation with the House and Senate clerks. |
| Program Review and Investigations (PRI) Committee Reports | 7-9 | Required to establish policies and procedures for printing, reproducing, and distributing its reports. | Reports are to be produced electronically and posted to the committee's website. |
| Statutes | 10 | The State Library receives 500 printed copies and the Judicial Department receives 400. | The Legislative Management Committee determines the number of printed copies. |
| Public and Special Acts | 10 | The State Library receives 350 printed copies of both the public and special acts while the Judicial Department receives 400 copies of the public acts and 150 copies of the special acts. | The Legislative Management Committee determines the number of printed copies. |

PA 11-61, § 131 eliminates the provision requiring the Legislative Management Committee to determine how many printed copies of the revised statutes, public acts, and special acts the secretary of the state must distribute to the State Library and the Judicial Department (§ 10). It thus leaves this determination to the secretary.

Other Distribution Requirements

The act requires a specific request before printed copies of the House and Senate journals are provided to legislators, state officers, and county bar libraries (§ 6). Similarly, it requires a specific request before printed copies of statutes and public and special acts are provided to legislators, probate courts, police departments, assistant attorneys general, and county law libraries (§ 10). It also specifies that veterans' organizations in state-furnished office space in Hartford must make a specific request to receive annotated copies of the revised statutes and supplements (§ 14).

The act specifies that House and Senate journals and calendars will be reproduced only on regular session days. It also requires (1) the Legislative Commissioners' Office (LCO) to distribute only a limited number of engrossed

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bills and resolutions and (2) LCO, not the printer, to assign a bill's file number (§§ 2 & 3).

The act requires each bill reported favorably to be posted on the legislature's website. It eliminates the requirement that the secretary of the state send a printed copy of all bills reported favorably to the Library of Congress; UConn, Wesleyan University, and Quinnipiac University libraries; and Yale University's law library. She must still send a printed copy to the State Library and UConn law library. The act also reduces, from seven to two, the number of copies of each printed bill that the House and Senate clerks must reserve for her use (§ 5).

The act eliminates a requirement that the secretary of the state distribute to town and Superior Court clerks printed copies of each public act that takes effect upon passage (§§ 15 & 29). It allows the House and Senate clerks to send municipalities electronic rather than printed legislative bulletins and record indexes (§ 2). It also requires the State Library to send, upon request, electronic, rather than printed, copies of (1) bills to high schools and colleges and (2) various legislative documents to law libraries (§§ 11 & 13).

AGENCY REQUIREMENTS

The act requires agencies to send their proposed regulations to the Regulation Review Committee electronically, rather than sending 18 paper copies as prior law required. It also requires electronic, rather than paper, submission of the proposed regulations and accompanying fiscal notes to the (1) Office of Fiscal Analysis and (2) committees of cognizance of the proposed regulation's subject matter (§§ 18 & 19).

The act requires each executive branch agency to (1) use email to notify and correspond with clients whenever possible and permitted by law and to request statutory changes where it is not permitted, (2) explore the feasibility of converting all applications and forms used by the public to electronic format, and (3) create an inventory of all forms the agency uses (§§ 23 & 25).

The act permits an agency to provide records electronically or by fax in response to an FOIA request, unless the requestor (1) does not have access to a computer or fax machine or (2) requests a certified copy (§§ 21 & 22).

By law, if (1) a task force, commission, or committee is appointed by the governor, the General Assembly, or both and required to report its findings or (2) a state agency is required to submit a report to the General Assembly or a legislative committee, that report must be submitted to the Senate and House clerks, state librarian, and Office of Legislative Research (OLR). The act requires electronic submission of reports to the House and Senate clerks and OLR. It eliminates the requirement that the submitting entity file as many copies with the state librarian as it and the librarian jointly agree are appropriate and instead requires that only one copy be filed with the library (§ 12).

The act also requires the state librarian, by January 1, 2012, to develop standards and guidelines for preserving and authenticating electronic records. In doing so, he or she must consult with the Department of Administrative Services (DAS) commissioner, the chief information officer (CIO) of the Department of Information and Technology (DOIT), the Legislative Management Committee's

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executive director, and the chief court administrator (§ 28).

REPORTING REQUIREMENTS

The act requires several one-time agency reports that generally must include recommendations for reducing costs and paper usage. Table 2 identifies these reports.

Table 2: Reports Required by the Act

| <i>Reporting Entity</i> | <i>§ in Act</i> | <i>Requirement</i> | <i>Recipient(s) and Due Date</i> |
|--------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAS, in consultation with the CIO of DOIT and the comptroller | 16 | Project the cost of implementing additional CORE-CT modules and the cost savings they would produce over a four-year period. | Governor, secretary of the state, Office of Policy and Management (OPM) secretary, House speaker, Senate president pro tempore, and the Appropriations and Government Administration and Elections (GAE) committees. January 1, 2012 |
| All executive branch agencies, departments, boards, councils, commissions, institutions, and quasi-public agencies | 17 | (1) List all federal and state statutory reporting requirements (with citations); (2) issue recommendations for (a) consolidating required reports, (b) eliminating obsolete reports, and (c) using federally mandated reports to satisfy duplicative state reporting requirements, along with the reasons for doing so and associated cost savings. | Each agency submits the report to its committee of cognizance; all agencies submit reports to the governor and GAE Committee. January 1, 2012 |
| PRI Committee NOTE: This requirement was repealed by PA 11-61, § 182. | 20 | (1) Study the current process for adopting agency regulations and (2) report on potential cost-saving modifications. | GAE and Regulations Review committees. February 1, 2012 |
| Department of Social Services | 24 | Determine the feasibility of using address-matching software to reduce the amount of returned mail. | Governor and OPM secretary. Three months after concluding investigation. |
| OPM Secretary | 26 | Review and make recommendations for converting all bond commission documents to electronic format, including the projected costs and savings. | Governor, comptroller, treasurer, and the chairpersons and ranking members of the Finance, Revenue, and Bonding Committee. January 1, 2012 |
| Department of | 27 | Develop a model policy | Governor and OPM |

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| Environmental Protection | | for promoting green practices within state agencies, including paper usage reduction and improved recycling and solid waste management. | secretary. January 1, 2012 |
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OLR Tracking: TA:SP:VR:ro